

## What Your Community Will Need for Phase One

**A** four to five members of the Indiana Resource Team will work with your community through Phase One. This group includes the site coach and resource team member for each pillar area.

Your community will create a steering committee and identify a staff person willing to dedicate 10 to 15 percent of their time to IHTC. Community leaders need to commit to participating in three meetings and supporting the IHTC Resource team in conducting the Phase One Assessment.

**In order to ensure the site visitation is a success, communities are encouraged to utilize the marketing materials that are available to create community awareness and excitement about the Indiana - HomeTown Competitiveness program. To download these marketing materials go to [www.in.gov/ocra/community\\_IHTC.shtml](http://www.in.gov/ocra/community_IHTC.shtml).**

## Indiana Resource Team

The Indiana HTC program involves seven core partners—Indiana Office of Community and Rural Affairs, Ball State University's Building Better Communities, Indiana GrantMakers Alliance, Indiana Rural Development Council, Purdue University's Center for Regional Development/Extension Service, and USDA—Rural Development



## Indiana HTC



## Phase One: Getting Started

Providing Tools and Training  
to help small towns Thrive.

[www.in.gov/ocra/  
community\\_IHTC.shtml](http://www.in.gov/ocra/community_IHTC.shtml)

# Phase One: Getting Started

## Phase One Outcomes and Deliverables

Communities chosen to participate in the Phase I Assessment can anticipate the following outcomes and deliverables:

- Community teams (consisting of 5 members) will have the opportunity to participate in a three day training in order to learn more about the Indiana - HTC process;
- Participating communities will receive a variety of technical assistance services from the six core organizations of the Indiana Resource Team. These TA services will also include an investment in resources from the Indiana Office of Community and Rural Affairs;
- Each pilot community will have the opportunity to host an Indiana - HTC *"Kick-Off Celebration"* that will launch the beginning of the assessment process;
- Creation of a baseline community/economic development assessment with preliminary reviews of key community assets and strategies;
- The team will develop a clear set of community/economic development recommendations for their consideration; and
- An *Opportunity Retreat* will be conducted to develop a report of customized strategic opportunities.

## A Timeline for Phase One's Progression

**September 4, 2007: Pilot Community Application Packet** - Applications were sent out or could be downloaded from the Indiana Office of Community and Rural Affairs' Web site. They should be returned no later than 5:00 p.m. on Thursday, October 4, 2007.

**Oct. - Dec. 2007: Pilot Community Site Visitations** - Between October and December, the Indiana Resource Team will review the submitted applications with the goal of identifying potential communities for site visitations. **As a result of this application review, not all communities will receive a site visit.** During these visits, members of the Indiana Resource Team and community leaders will have an opportunity to continue the conversation about the program and its potential impact on the community.

**February 19 - 22, 2008: Indiana - HTC Academy** - Following the site visitations, 6 - 12 communities will be invited to participate in the Indiana - HTC Academy. Scheduled from Tuesday, February 19 (noon EST) - Friday, February 22 (noon EST) 2008, community teams (5 members per team) will be required to participate in this three day academy.

**February 29, 2008: Pilot Communities Finalized** - Communities will then have the opportunity to make a final decision regarding whether the Indiana - HomeTown Competitive-ness program is a good fit for them.

**March 2008: Phase I Assessment Preparation** - The community will prepare for the Phase I Assessment. Activities will include: the organization of a Community Steering Committee; recruitment of local and support staff which can be volunteer or assigned; and the Indiana - HTC *"Kick-Off Celebration."*

**April 2008: Phase I Baseline Assessment Launched** - The community will begin implementation of the Phase I Assessment activities. These activities will include: a baseline assessment starting with a data review; key interviews; and convening of focus groups. The focus groups will be facilitated with Indiana Resource Team members working in each of the four HTC pillars.

**May 2008: Phase I Baseline Assessment Completed** - The community will complete the Phase I baseline assessment. Then utilizing the data collected, the community will develop a preliminary set of strategic recommendations.

**June 2008: "Opportunity Retreat"** - Following their work in May, the community will conduct an *"Opportunity Retreat"* in order to begin formulating the community's customized strategic opportunities as well as deciding whether to move forward on the Phase II Strategic Development and Implementation.